



MEMORANDUM

Yavapai County Human Resources and Risk Management
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To: All County Employees
From: Wendy Ross, Director of Human Resources and Risk Management
Date: December 16, 2021
Re: Extension of Temporary Policy Exceptions in Response to COVID-19

In March 2020, in response to COVID-19, and in order to aid in protecting the health and safety of our employees and encourage County employees to stay home when they are sick, the Board of Supervisors (BOS) approved several temporary exceptions to County policies.

These exceptions were originally approved through May 30, 2020, and have since been extended several times, with the most recent extension set to expire on December 31, 2021.

At the BOS meeting on December 15, 2021, the Board approved an additional extension of these temporary policy exceptions through **March 31, 2022**.

Temporary Exception #1:

Currently our Annual Leave Policy (5.04) and Sick Leave Policy (5.05) require a 90-day waiting period for newly hired non-exempt employees before they can use their accrued leave.

The 90-day waiting period has been temporarily waived to allow eligible employees immediate access to their accrued leave balances.

Temporary Exception #2:

Currently Policy 5.14, Accrued Catastrophic Time Off Program (CAT) outlines procedures for the use of CAT time. This is a program that was "grandfathered" back in 2017, leaving some current employees who were hired before June 18, 2017 with unused CAT accruals.

The policy states that CAT leave may be used in the case of illness or injury suffered by an employee or an employee's immediate family member (defined within the policy) but only after using at least forty (40) consecutive hours annually of sick leave (or other accrued leave) for the same illness. If there are no leave accruals available, the employee must be on unpaid leave during that 40-hour window before they can access CAT.

The 40-hour requirement has been temporarily waived to allow eligible employees to access CAT time immediately for absences related to COVID-19 (including absences related to school closures and self-quarantining). In the case of absences related to a sick family member, the definition of a family member has been expanded to match the definition used in the Sick Leave Policy.

A maximum of **160 hours** of CAT time can be used under this exception, and department level supervisors/managers will be responsible for tracking hours used.

Temporary Exception #3:

Currently our Leave Donation Program (Policy 5.06) allows employees to donate hours from their annual leave accruals to fellow employees who are on an approved medical leave of absence and who have exhausted their own accruals. It is a direct donation, and the donating employee must specifically name the employee to whom they wish to donate.

The requirement that an employee must be on an approved medical leave of absence to receive donations has been temporarily waived, and employees may now donate Annual Leave to their co-workers to cover absences related to COVID-19, including school closures and self-quarantining. The receiving employee must exhaust all of their own leave accruals before being eligible for donated leave.

Yavapai County remains committed to providing a safe work environment for its employees and providing flexible leave policies to assist each of you in managing your work life balance.

Should you have any questions about these temporary policy exceptions, please do not hesitate to contact a member of the Human Resources Team.